



**Healthy Babies are Worth the Wait
CATALYST
Planning and Reporting System**

New User Guide

(Updated December 2013)

<http://ky-catalyst.cquest.us>

For Help or Questions, Contact Trudy Waldrop 502-564-2154 x4417 or
trudy.waldrop@ky.gov

CATALYST for the New User

Purpose: This guide is designed as a brief introduction to the basics of CATALYST for the Kentucky Maternal and Child Health Program and Healthy Babies are Worth the Wait (contractors) new to the reporting system. It is not meant to give you an overview of the entire system details; however it will allow you to meet your services reporting requirements and facilitate further exploration of the system.

What is CATALYST?

CATALYST is the web-based reporting and monitoring system originally developed and used by Washington State. It has subsequently been adopted for use by several other states including Kentucky.

Who to contact if you need assistance:

Trudy Waldrop is the CATALYST technical support person for HBWW Health Babies are Worth the Wait and is available to answer your CATALYST questions. She can be contacted at trudy.waldrop@ky.gov or 502-564-2154, x4417.

What you need to know to get started:

The web address for CATALYST – <http://ky-catalyst.cquest.us>.

After receiving the New User Guide, contact Trudy Waldrop for a user ID and password.

System Requirements:

- A computer
- Internet connection
- A web browser: Internet Explorer preferred
- Catalyst User's Guide

When to access CATALYST:

CATALYST is accessible whenever you need to access the system. Because CATALYST is web-based users can access the system any time of day and from any location. All you need is the web address, user id and password – and a computer with an internet connection and Internet Explorer.

Steps to Log In to Catalyst:

1. Open up your web browser – Internet Explorer and locate CATALYST online.
2. The web address <http://ky-catalyst.cquest.us> will lead you to the screen below.
3. Enter the user ID and password and click ENTER.

at catalyst - Login

- Please log in -

User ID **Password**

Disclaimer Statements

This website is intended to collect and provide summary information pertaining to MCH Activities statewide. This database is not used for the tracking of individual people and contains only information related to tobacco prevention and control activities. Data from these web pages does not provide accurate information on the number of persons at risk or addicted in a community, a region or statewide.

Web System Updated

[Contact Us](#)

If you see the WELCOME screen (below) then you have successfully entered CATALYST. If your login is unsuccessful CATALYST will prompt you to attempt your login again.

at catalyst - Welcome to HBWW CATALYST

[Home](#) [Contract Management](#) [Reports](#) [Utilities](#) [Help](#) [select program](#) ▼

Welcome

◀ previous Contract Year: FY 13-14 next ▶

Total Workplans Submitted:	0
Total Workplans Approved:	0
Total Workplan Activities:	1134
Shelley Adams:	54
Trudy Waldrop :	1080
Total Workplan Activities Approved:	0
Total Workplan Activities Not Approved:	0

Contract with Locked Results:	0
Total Result Activities:	1
Shelley Adams:	1
Total Result Activities Closed:	0

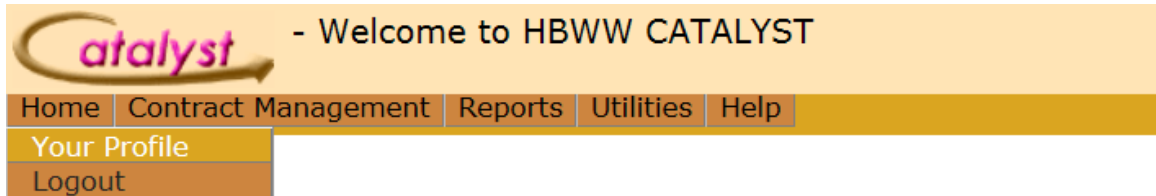
Planned Work Load											
Activity Closeouts Planned by Month											
Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
0	0	0	0	0	0	0	0	0	0	0	0

[Contact Us](#)

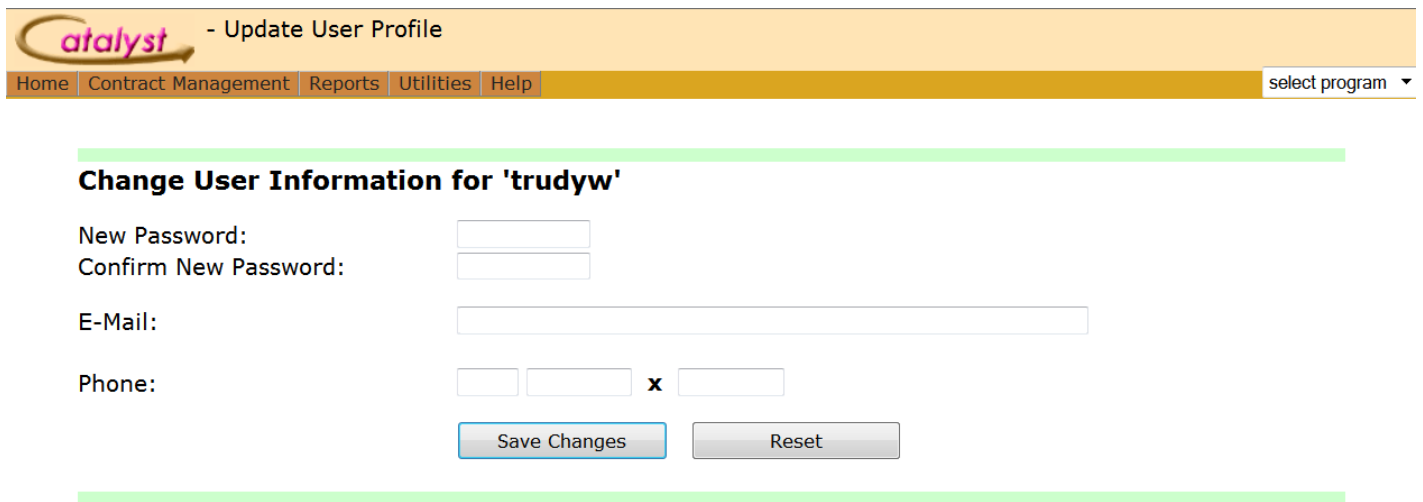
Changing Your Password

Steps:

1. From the brown toolbar select HOME – YOUR PROFILE.



2. The screen below will appear.
3. Enter your new password, confirm the password and make updates to your e-mail address and phone number if necessary and click SAVE CHANGES.



Change User Information for 'trudyw'

New Password:

Confirm New Password:

E-Mail:

Phone: x

When to change your password:

Users are requested to change their password every few months. Passwords should be 9 characters long with a combination of letters and numbers.

Entering Contacts in CATALYST-*OPTIONAL*

Steps for entering additional local health department contacts (Catalyst users):

1. From the brown toolbar select CONTRACT MANAGEMENT – CONTRACTOR.

atalyst - Find HBWW Contractor

Home | Contract Management | Reports | Utilities | Help | select program ▼

Contractor - select a Contractor - Find
Contractor Type - select a Contractor Type - Clear
Region - select a Region - New

Contact Us

2. Select FIND and then click on the organization name on lower screen

atalyst - Find HBWW Contractor

Home | Contract Management | Reports | Utilities | Help | select program ▼

Contractor - select a Contractor - Find
Contractor Type - select a Contractor Type - Clear
Region - select a Region - New

Delete	Contractor	Type
<input type="checkbox"/>	Ashland-Boyd Health Dept	LHD
<input type="checkbox"/>	Baptist Health Madisonville	Local Hospital
<input type="checkbox"/>	Baptist Health Paducah	Local Hospital
<input type="checkbox"/>	Barren River District Health Dept	District HD
<input type="checkbox"/>	Greater KY MOD Chapter Office	Non-profit organization
<input type="checkbox"/>	Hardin Memorial Hospital	Local Hospital
<input type="checkbox"/>	Hopkins County Health Dept	LHD
<input type="checkbox"/>	Kings Daughters Hospital, Ashland	Local Hospital
<input type="checkbox"/>	KY Dept for Public Health	State HD
<input type="checkbox"/>	Lake Cumberland Distric Health Dept	District HD
<input type="checkbox"/>	Lake Cumberland Regional Medical Center	Local Hospital
<input type="checkbox"/>	Lex-Fayette Health Dept	LHD
<input type="checkbox"/>	Lincoln Trail District Health Dept.	LHD

3. This will take you to the “the basics” page, click on CONTACTS below this and it will take to the CONTACT page
4. Current contacts will be listed at the bottom of the screen.

atalyst - HBWW Contractor/Partner | Ashland-Boyd Health Dept

Home | Contract Management | Reports | Utilities | Help | select program ▼

CONTRACTOR

The Basics ✓

Contact ←

Previous

Next

Save

Type

Administrative Support

Coalition Chair

Coalition Member

Director

Training

Cert/Credentials

First **M.I.** **Last**

Organization

Address 1

Address 2

City - select a City - ▼

Phone () - x

Fax () -

E-mail

ZIP Code

Delete	Type	Name	Phone	E-mail
<input type="checkbox"/>	★ Director	Smith, Trudy	0-	←

- To add a new contact, select NEW, select your CONTACT TYPE, TRAINING, and CERT/CREDENTIALS from the dropdown bars. Add your first name, last name, phone number, and email address and click UPDATE
- This will add your contact to the list at the bottom of the screen.
IMPORTANT: If you want to add additional contacts select NEW to begin entering the contact and UPDATE to add the contact to the list at the bottom of the screen. To designate multiple contact types for a single contact, hold the keyboard control key while selecting the contact types with the mouse.
- When contact entry is finished click UPDATE, then SAVE on the left side of the screen.
- Select the box beside a person's name and click DELETE for any contacts no longer with your organization. Then click SAVE

When to add or edit contacts:

Users can add a new contact or change an existing contact in the system at any time. We encourage you to keep this feature current because this populates the various CATALYST reports/fields and is one of the primary ways we have to stay in touch with each other across the state. If you are new to the program then add your contact information to CATALYST now and delete any contacts that are no longer with your organization.

Reports to run to view system contacts: REPORTS – CONTRACT REPORTS

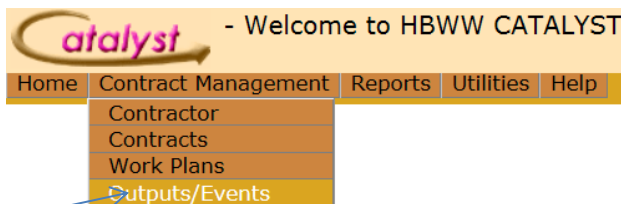
Contacts can be viewed with the Contact by Contractor Report and the Contact by County Reports

Activity Reporting in CATALYST

When to enter Results: It is best to enter results in CATALYST as they occur or at least monthly.

Steps for entering your Activity [= OUTPUT/EVENTS]:

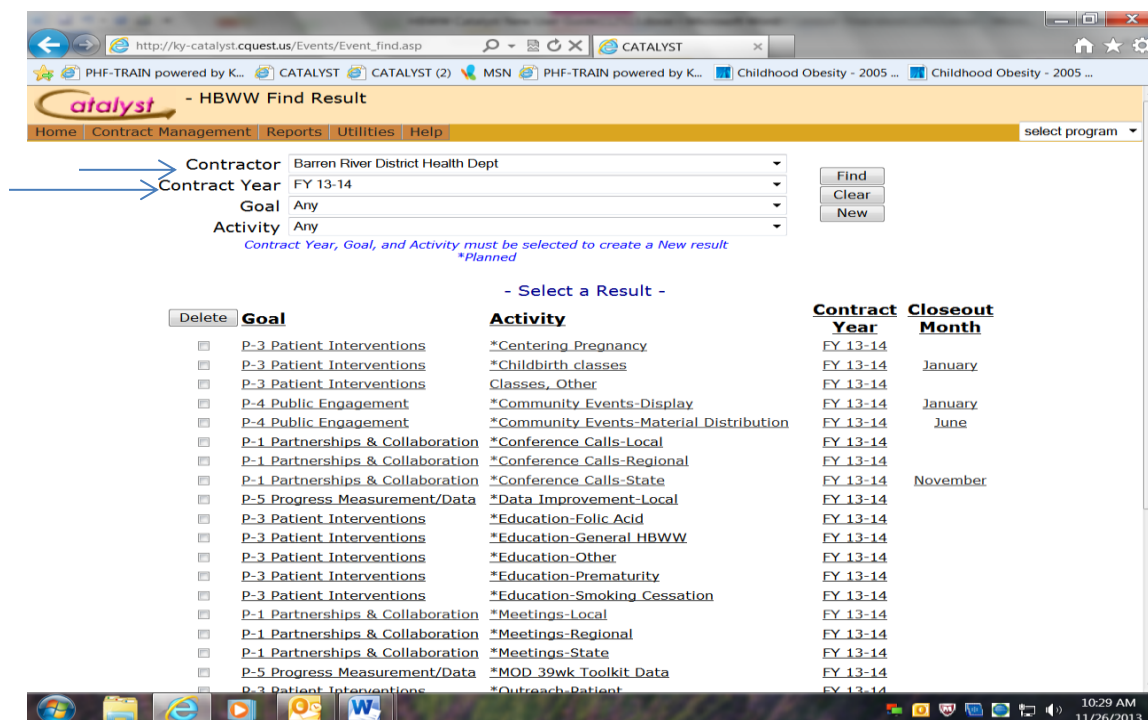
1. From the brown toolbar select the tab for – CONTRACT MANAGEMENT – then from the drop down list, choose: OUTPUTS/EVENTS.



When you click on the Output/Events, it takes you to the Find Result screen

2. Select your agency from the dropdown list as CONTRACTOR, then select the CONTRACT YEAR.

You should see a list of activities already saved as choices. If you do not see a list under “select a result”, then click FIND on the right. Click on the activity that you would like to report on to get to the next screen, where you report and make a journal entry for the activity.



Alternatively, if you want to add an activity that is not already on the list, you may use this screen to choose another activity from the work plan. Click on the dropdown for GOAL to choose one of the 5 HBWW goals; then click on the dropdown for ACTIVITY to see the available activities under that goal that are not currently on your list. Select the activity you want to report on, then click NEW

Contractor: Ashland-Boyd Health Dept

Contract Year: FY 13-14

Goal: Any

Activity: Any

Find

Clear

New

In summary, to get to the first reporting screen, you can either click on one of the activities in the list, or select your own goal and activity (as described above) and click on NEW.

There are FOUR screens available for reporting on each activity (Outputs, Key Partner, Media and Evaluation), but **only the Outputs screen is required** to create a journal entry. Use the reporting screens [called RESULTS screens in the system] to report details of actual activities:

RESULTS SCREEN #1 - OUTPUTS/EVENTS

Note that the activity you selected is listed on the light orange toolbar next to the Catalyst logo. This is the only **required** screen for reporting events/activities.

The screenshot shows the Catalyst web application interface. The browser address bar displays http://ky-catalyst.cquest.us/Events/Event_Form.asp?cid=38. The page header includes the Catalyst logo and navigation links: Home, Contract Management, Reports, Utilities, Help. The main content area is titled "RESULTS" and contains a sidebar with "Outputs" selected, "Key", "Partner", "Media", and "Evaluation" (all with checkmarks). The main form area has fields for "Time" (est. hrs), "Cost" (est. \$), "# Events", and "Region" (Barren River). There are buttons for "New", "Update", "Share this story", "Output Journal" (5000 characters max), and "view SMART Objective". A table at the bottom shows the current entry for "July" with "Initiate entry - no activity" and "AudDoc" set to "0".

Month	Journal	AudDoc
July	Initiate entry - no activity	0

To Report your Activity/Event

1. Click NEW to start a new Output Journal entry.
2. Select the MONTH the activity is starting.
3. Enter estimated TIME and COST. (Optional)
4. Enter # EVENTS this journal entry is reporting on – e.g., if you are reporting a Centering Group, you would enter “10” if you plan for the group to meet for 10 monthly sessions
5. Select the ADD REGION associated with this report if it did not pre-fill.

Month

Time (est. hrs)
 Cost (est. \$)

Events
 Region

6. “Share your story” (Optional). If your activity was a success and you would like to share it with other sites as a best practice, you may click on “Share this story” to share your successes with other sites/contractors. You may view success stories by going to the REPORTS on the brown toolbar. See the REPORTS section at the end of this guide.
7. “Media Generated” (Optional) is to identify and track activities that attracted media coverage of some sort (press release, TV news spot, newspaper article, etc.). The activities tagged as “media generated” will show up on a report that tracks them all. If the media coverage was extensive, then you could provide more detail on the RESULTS -media screens
8. Record a brief description of your activity in the OUTPUT JOURNAL. The box will hold a maximum of 5000 characters.
9. Enter the number of people reached in the appropriate AUDIENCE category

Output Journal (5000 characters max)

Audience

- ☐ Faith based group/church
- ☐ Families
- ☐ General public
- ☐ Local business
- ☐ Local civic club
- ☐ Non-profit agency
- ☐ Philanthropic groups
- ☐ Pregnant women
- ☐ Prisons
- ☐ Schools
- ☐ Women of Childbearing age

10. UPLOAD (Optional). This field gives you the opportunity to upload a file or pdf relating to your activity—for example, meeting minutes, or a pdf of a newspaper article. Click on BROWSE to locate a file on your computer or jump drive. Click UPLOAD to upload the file. Then click on UPDATE to attach the file to this activity. [the attached file will not be saved until you hit the SAVE button—see step 12]

• RESULTS

[Outputs](#)
←

[Key](#)
✓

[Partner](#)
✓

[Media](#)
✓

[Evaluation](#)
✓

11. When you are finished click UPDATE (next to the NEW button) to add the entry to the list at the bottom of the screen.

12. Note the box at the Left of this screen, with the green arrow pointing towards “Outputs”. This box will help you easily navigate to the other screens where you can add more detail about the event if appropriate. Green arrow points to the screen you are on.

(a) If you are not going to add information on the other screens about this activity, then hit SAVE.

(b) If you are going to enter more information on the other screens, you can hit NEXT to move down the list, or click directly on the screen you want to move to [Key Partner/Media/Evaluation]

To Update an existing Activity/Journal Entry:

If something changes about an existing activity that you had previously entered, you can edit it easily.

1. From the FIND RESULT Screen, click on the activity you want to edit/update
2. On the OUTPUTS Screen at the bottom you will see a listing of the previous journal entries.
3. Click on the journal entry you want to edit. The numbers you originally entered will appear back in the boxes on the screen.
4. Make any changes (e.g., change the audience # from the 10 you originally recorded to 20, since you had a bigger crowd than you anticipated)
5. Click the UPDATE Button
6. Click SAVE – the journal entry for the activity is saved with the new information.

RESULTS Screen # 2- KEY PARTNER (optional)

• RESULTS

Outputs ✓

Key Partner ←

Media ✓

Evaluation ✓

Previous

Next

Save

Key Partner - select -

Use the drop-down list to select a key partner; if the partner is not included in the list, type in its full name in the lower field.

Contribution Type - select -

\$ Value (0 or 0.00)

Vol. Hours (0 or 0.0)

Note (250 characters max)

New

Update

If the Contribution Type is Cash or Materials, specify a \$ Value.
If the Contribution Type is Volunteer Hours, specify the Vol. Hours contributed.

Delete
Partner
Type
Value

The KEY PARTNER screen is to be used to document partnerships, cash donations, volunteer activity and other in-kind contributions if applicable.

- The KEY PARTNER dropdown menu lists several state and local partners. You can enter additional partners by entering them in the blank text field.

Key Partner - select -

Use the drop-down list to select a key partner; if the partner is not included in the list, type in its full name in the lower field.

- Select CONTRIBUTION TYPE from the dropdown list; enter the VALUE or VOLUNTEER HOURS and a NOTE as appropriate.

Contribution Type - select -

\$ Value (0 or 0.00)

Vol. Hours (0 or 0.0)

If the Contribution Type is Cash or Materials, specify a \$ Value.
If the Contribution Type is Volunteer Hours, specify the Vol. Hours contributed.

- Click UPDATE to add the entry to the list at the bottom of the screen. You can enter more than one partner contribution by clicking NEW, entering data and clicking UPDATE.

• RESULTS

Outputs ✓

Key Partner ✓

Media ←

Evaluation ✓

Previous

Next

Save

- If the Key Partner screen completes the information you want to enter on this activity/ event, then click on SAVE.

If you want to enter additional information on the other screens, click NEXT or MEDIA on the left side of the screen to move to the next screen.

RESULTS Screen #3- MEDIA (optional)

RESULTS

Outputs ✓

Key Partner ✓

Media ←

Evaluation ✓

Previous

Next

Save

Month: - select -

☐ Earned ☐ Paid

Media Type: - select -

Title/Description (250 characters max)

Notes (250 characters max)
(Describe efforts to generate earned media or other useful details)

Dist. Audience: #

New Update

Delete Month Type Title Aud. #

The MEDIA screen is to be used to document media activity (including good publicity on the front page of the paper!)

1. Select the MONTH the media started running
2. Select Earned or Paid – If your organization or a partner organization paid for the media, then mark as “paid”. Otherwise, put “Earned”
3. Select the MEDIA TYPE
4. In the Title/Description box you can document a description of your Media. This should include a description of how long the media runs, if it is more than one month.
5. Click UPDATE to add the entry to the list at the bottom of the screen. You can enter more than one partner contribution by clicking NEW, entering data and clicking UPDATE.
6. Click NEXT or EVALUATION on the left side of the screen to move to the next screen.

RESULTS

Outputs ✓

Key Partner ✓

Media ✓

Evaluation ←

Previous

Next

Save

Click NEXT or EVALUATION on the left side of the screen to move to the next screen.

RESULTS Screen # 4- EVALUATION (optional)

http://ky-catalyst.cquest.us/Events/Event_Form.asp?cid=38

CATALYST

PHF-TRAIN powered by K... CATALYST CATALYST (2) MSN PHF-TRAIN powered by K... Childhood Obesity - 2005 ... Childhood Obesity - 2005 ...

atalyst - HBWW Result | Barren River District Health Dept - - FY 13-14
- P-4 Public Engagement - Community Events-Material Distribution

Home Contract Management Reports Utilities Help select program

RESULTS

- Outputs ✓
- Key ✓
- Partner ✓
- Media ✓
- Evaluation** ←

Previous
Next
Save

Activity Evaluation

Complete this screen only when the intere SMART objective has been completed (including all events planned within the SMART objective).

Completion Month: June

Did you meet or exceed your SMART Activity Objective?
(refer to SMART Activity Objective and Description in workplan) ☒ Yes ☐ No

Write a SMART Activity Result to summarize your efforts
(describe what was achieved and measured). If you did not meet your SMART Activity Objective, please explain why. (2000 characters max)

Promote community awareness and engagement in the prevention of preterm births-met

Recommendation

For your organization or organizations similar to yours to what degree do you recommend this activity? Strongly recommend

Why? (5000 characters max)

Learning tool for Employees

Policy Outcome

If this activity resulted in a policy outcome please describe below:
(2000 characters max)

11/25/2013 2:18 PM

EVALUATION is the last RESULTS Reporting Screen. Complete this screen when you have completed your activity. This screen gives you the opportunity to make a recommendation whether others should do this activity or not. If there was a policy outcome, it can be recorded here. Recommendations and Policy Outcomes can then be viewed in REPORTS.

1. Select a COMPLETION/CLOSEOUT MONTH from the dropdown box.

(including all events planned within

Completion Month - select -

2. If applicable, indicate if you met the SMART Activity Objective given in your work plan for this activity and explain if appropriate.

Did you meet or exceed your SMART Activity Objective?
(refer to SMART Activity Objective and Description in
workplan)

☐ Yes ☐ No

Write a SMART Activity Result to summarize your efforts
(describe what was achieved and measured). If you did not meet your
SMART Activity Objective, please explain why. (2000 characters max)

Recommendation

3. Indicate if you would (or would not) recommend this activity to other contractors as carried out in your work plan and explain.

For your organization or organizations similar to
yours to what degree do you recommend this activity?

- select -

Why? (5000 characters max)

4. Enter a POLICY OUTCOME if it applies to this particular activity.

Policy Outcome

If this activity resulted in a policy outcome please describe below:
(2000 characters max)

5. **IMPORTANT:** When you are finished click **SAVE** to save the entire result for this activity/goal combination.

• RESULTS

Outputs

Key Partner

Media

Evaluation

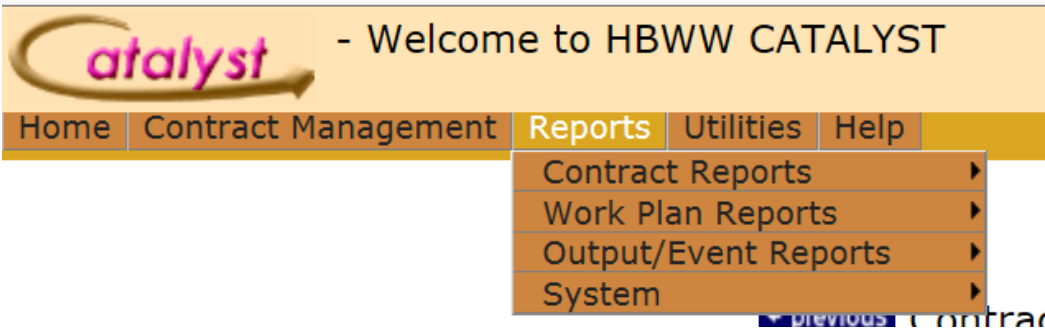
Previous

Next

Save

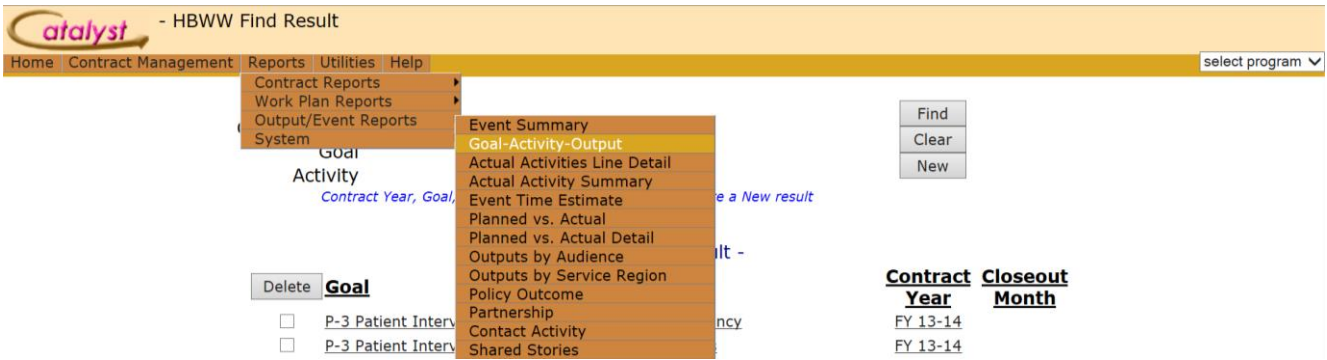


Reports to run to view Outputs:



Reports to run to view Results/Outputs/Activities

- 1. Go to the REPORTS on the brown toolbar – then drop down to OUTPUT/EVENT REPORTS, then GOAL- ACTIVITY-OUTPUT



Click on the Contract year, and the Contractor, then hit GENERATE. It is not necessary to click on a specific goal/activity, unless that is what you are specifically looking for.

Goal-Activity-Output Report

Please select criteria for the report you wish to generate.

Goal:

Activity:

Contract Year*:

Contractor:

Contract Region:

Contractor Type:

Start Date:

End Date:

An asterisk(*) indicates a Required Field

2. Another excellent report to run is the OUTPUT/EVENTS REPORT, ACTUAL ACTIVITY SUMMARY.

Actual Activities Summary Report

Please select criteria for the report you wish to generate.

Contractor:

Contract Year:

Start Month:

Find

Reset

An Asterisk(*) indicates a Required Field

Same as other reports, click on the YEAR you are looking at, and the CONTRACTOR, and click on FIND. This will bring the contractor to the bottom of the page, click on contractor you are searching for, and then it will generate the report.

Actual Activities Summary Report

Please select criteria for the report you wish to generate.

Contractor:

Contract Year *:

Start Month:

Find

Reset

An Asterisk(*) indicates a Required Field

[- Select a Contract -](#)

no contracts selected

3. Sharing Success Stories Report. Go to REPORTS on the brown toolbar. Then down to Output/Events Reports-Shared Stories.

The screenshot shows the Catalyst web application interface. At the top, there is a brown navigation bar with the Catalyst logo and a menu containing 'Home', 'Contract Management', 'Reports', 'Utilities', and 'Help'. The 'Reports' menu is currently open, displaying a list of report options: 'Contract Reports', 'Work Plan Reports', 'Output/Event Reports', and 'System'. Under 'Output/Event Reports', a sub-menu is visible with the following items: 'Event Summary', 'Goal-Activity-Output', 'Actual Activities Line Detail', 'Actual Activity Summary', 'Event Time Estimate', 'Planned vs. Actual', 'Planned vs. Actual Detail', 'Outputs by Audience', 'Outputs by Service Region', 'Policy Outcome', 'Partnership', 'Contact Activity', and 'Shared Stories'. The 'Shared Stories' option is highlighted. Below the menu, the 'Success Stories Report' form is visible. It includes a title 'Success Stories Report', a subtitle 'Please select criteria for the report you wish to generate.', and several dropdown menus for 'Contract Year*', 'Contractor', and 'Contractor Type'. A 'Generate' button and a 'Reset' button are located on the right side of the form. At the bottom of the page, there is a footer with 'Contact Us' and the Kentucky logo.

Click on the CONTRACT YEAR, and hit GENERATE. This will allow you to see other contractor's success stories.

This screenshot shows the same Catalyst web application interface, but with the 'Contract Year*' dropdown menu highlighted by a blue arrow. The 'Success Stories Report' form is now fully visible. It includes the title 'Success Stories Report', the subtitle 'Please select criteria for the report you wish to generate.', and several dropdown menus for 'Goal', 'Activity', 'Contract Manager', 'Contract Year*', 'Contractor', and 'Contractor Type'. The 'Contract Year*' dropdown is currently set to 'FY 13-14'. A 'Generate' button and a 'Reset' button are located on the right side of the form. At the bottom of the page, there is a footer with 'Contact Us' and the Kentucky logo. The browser window shows the URL 'http://ky-catalyst.equest.us/reports/SuccessStories_parms.asp' and the page title 'CATALYST'. The taskbar at the bottom of the screen shows various application icons and the system clock indicating 3:25 PM on 11/18/2013.

This report will list the Activity, Contractor, Month and Success Story. This is what the report will look like.



Shared Stories Report
Run Date: 12/04/2013

Goal: Any
Activity: Any
Contract Manager: Any
Contract Year: FY 13-14
Contractor: Any
Contractor Type: Any

Activity	Contractor	Month	Success Story
Childbirth classes	Barren River District Health Dept	November 2013	childbirth classes
Community Events-Display	Barren River District Health Dept	December 2013	Health Fair in BG
Outreach-Special Populations	Barren River District Health Dept	November 2013	Educated public on advantages of smoke free policies in their community using TV PSA's
Presentations-Regional	Baptist Health Paducah	July 2013	Western Bapt Hospital hosted regional CME with Ky Perinatal Association

Other reports are available using the same procedure. If there is a report not on the list that you would like to have, please contact Trudy Waldrop.

CATALYST Goal/Activity List

Goal: P-1 Partnerships & Collaboration Conference Calls-Local Conference Calls-National Conference Calls-Regional Conference Calls-State Media/Marketing Meetings- National Meetings-Local Meetings-Regional Meetings-State Presentations- Local Presentations- Regional Presentations-National Presentations-State	Goal: P-4 Public Engagement Community Events-Display Community Events-Material Distribution Outreach-General Outreach-Special Populations Presentations
Goal: P-2 Provider Initiatives Media/Marketing Policy Implementation Provider Incentives Professional Education – Host/Sponsor/Plan Professional Education/training - Attend	Goal: P-5 Progress Measurement/Data Data Collection-Local Data Collection-National Data Collection-Regional Data Collection-State Data Improvement-Local Data Improvement-National Data Improvement-Regional Data Improvement-State MOD 39wk Toolkit Data Quality Improvement-KY Collaborative Quality Improvement-Local Project Quality Improvement-Regional
Goal P-3 Patient Interventions Centering Pregnancy Childbirth classes Education-Community Resources Education-Folic Acid Education-General HBWW Education-Other Education-Prematurity Education-Smoking Cessation Materials Distribution-Community Resources Materials Distribution-Folic Acid Materials Distribution-General HBWW Materials Distribution-Other Materials Distribution-Prematurity Materials Distribution-Smoking Cessation	

Media/Marketing Patient Incentives Patient Outreach

CATALYST Terminology

10 Essential Health Services: The Essential Services provide a working definition of public health and a guiding framework for the responsibilities of local public health systems.

Activity: A program approach or strategy that is intended to achieve a short-term or intermediate outcome.

Contact: A local health department Catalyst user.

Contract Management: Activities or services associated with the role and responsibilities of the person entering into Catalyst

Contractor: A local or district health department, university, etc...

Event: The implementation of an activity. For example, printing of a newspaper article, or teaching of a class is an event.

Goal: The goal is the purpose toward which activities are directed. Activities are organized by goal.

Key Partner: A contributing organization or individual. For example, a grocery that donates snacks, a stakeholder who contributes staff time or an organization who contributes space to plan or implement an activity.

Outputs: Indicators that demonstrate an event is complete within your activity work plan. Also described as measures of “what did you do”. For example, the number of individuals who attended a class is an output.

Output Reporting: Recording and updating Outputs (activities) in the Outputs/Events screens.

Output Journal: The primary component of Output Reporting. Generally journaling is a summary or work on a monthly basis.

SMART Objective: A description of work plan activities that are Specific, Measurable, Achievable, Relevant, Time-bound

Target Audience: The target audience is the specific population for whom a behavior or attitudinal change is desired.

Work Plan: The set of activities selected for implementation in your service area for a selected fiscal year. Formerly known as the “community” plan.